

Viota & Associates CPA LLC

(787) 296-9060 | mforteza@viotacpa.com

Invoice #:
202400007Invoice Date
01/30/2024Page
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Bill To:

OFFICE OF THE FPM, LLC1225 AVENIDA JUAN PONCE DE LEON
SAN JUAN, PR 00907

Please pay by

01/30/2024

Invoice Total

\$500.00

For professional service rendered as follows:

Accounting Services - 4 hours @ \$125/per hour

Date	Staff	Activity	Hours	Units
01/16/24	Malave, Adianis	File Tax Return	0.25	
Quarterly Return PS Q4 2023				
01/17/24	Malave, Adianis	Accounting Services	2.75	
Download invoices to Dropbox, Review Invoices, calculated withholdings, invoices in Excel and Sage, Bank Reconciliation, Posted Payments in Sage				
01/25/24	Forteza, Maria	Accounting Services	0.50	
ACH VENDOR PAYMENTS - DECEMBER INVOICES 1 OF 2				
01/26/24	Forteza, Maria	Accounting Services	0.50	
ACH Vendor payment #2 & PS Withholding deposit				
Total Amount				500.00

Invoice Total

\$500.00

Additional information

Invoices are due upon receipt. Your prompt payment is appreciated.